



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE

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1. Application Date <b>12/20/1973</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>DEC 26 1973      74-10      JAN 11 1974</b>	
2. Agency Application No. <b>PHS-2</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources PHS, Parks Operations Section 270 Washington Street, S.E. Atlanta, Georgia 30334</b>		4. Person to Contact <b>Jeff Naugle</b>	
				5. Working Title <b>Chief of Operations</b>	
				6. Tel. No. <b>656-2770</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1970-date</b>		9. Exact Series Title <b>STATE PARKS OPERATION SUBJECT FILE</b>			
10. What is the function of the office in which this record series is created? <b>The Parks and Historic Sites Division is responsible for acquiring, preserving, and protecting natural, historical, recreational, and scenic areas of unique, irreplaceable statewide significance, and establishing, developing, and operating state parks and historic sites that provide recreational and educational opportunities for the public.</b>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <b>Documents relating to: the operation of state parks.</b> <b>Included are: Letters, memorandums, and related information pertaining to the operation of state parks</b> <b>File is arranged: chronologically by calendar year and thereunder alphabetically by state park.</b>					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		4	6	1 1/2	
Legal-size File Drawers				In Office(s)      In Storage Area(s)	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCES	
				10      1      0      0	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency?  
(Some correspondence & memorandums duplicated in appropriate offices) ☒ [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] ☒
16. Does the series contain classified information requiring security handling? [ ] ☒
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] ☒
18. Could the function be performed if the files were lost or destroyed? ☒ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒
20. Does the record series provide data as input to an EDP file? [ ] ☒
21. Does the record series contain documentation produced as EDP printout? [ ] ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] ☒

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):
- ☐ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

The reference value and general utility of the record series are minimal 3 years after cut off.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John A. Dean</i>	12/20/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. H. H.</i>	12/20/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. H. H.</i>	1-8-74
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	1-3-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shell</i>	1-8-74

Jan. 3, 1974

Memo

to: John ~~Damm~~, Records Management Division

from: Harmon Smith, State Records Section

about: Standard on "State Parks Operation File"

Dear John:

The State Parks Operation File series is what we have generally called a subject file--in this case, Chief of Parks Operations Subject Files ~~or~~ *State Parks Operations Subject Files*.

This is a good example of a subject file that is of a lower echelon office than those whose records we want for permanent preservation. The subject files of the chief of the Parks and Historical Sites Division should contain all the substantive data that we would want for historical value.

Sincerely,

*Harmon*